

## **PLAN REVIEW APPLICATION OPTIONS/PROCEEDURES**

The following options are available for Commercial and/or Residential plan review:

### **City/Parish Review STANDARD PERMIT application requirements:**

#### **COMMERCIAL**

1. Submit plan review application with review fee (.04 x sq. ft.)
2. Submit hard copy and digital plans in pdf of the same, including building construction plans, with Electrical, Plumbing and HVAC plans, and site plans for new construction and additions including traffic, drainage, sewer, and landscaping.
3. Submit the current Final Plat of the property.
4. Submit Flood Zone Determination Form and the Proposed Certificate of Elevation (not required for complete interior or renovation permits)
5. Submit Design Supervision Statement for plans prepared by a Professional of Record.
6. Submit Structural Design Statement for plans involving new and/or load bearing construction.
7. Submit Fire Marshal "Plan Review" and "Cautionary Codes" review letters.
8. Local Fire Dept. approval will be necessary prior to permit release.
9. Environmental approval for site, environmental approval for collection of grease/chemicals may be required.
10. Health Department approval may be required.
11. Department of Transportation and Development approval may be required.
12. Rezoning by Planning Commission may be required if anticipated use is not allowed under existing zoning.
13. Planning Commission Conditional Use permit may be required.
14. Planning Commission Site Plan approval may be required for Planned Unit Developments (including Final Development Plan), Overlay District, and other projects over 30,000 sq. ft.
15. Subdivision Office approval may be required for traffic, drainage, and sewer review.

#### **RESIDENTIAL**

1. Submit plan review application with review fee (.04 x sq. ft.) see attachment labeled Information Required for Residential Plan Review

### **Expedited Review (SCPDC)**

#### **COMMERCIAL**

Submit plan review application with review fee (.04 x sq. ft. PLUS an additional .15 x sq. ft. for expedited review)

Submit hard copy plans of site related aspects- for review in EBR permitting office. Renovations, complete interior permits do not require hard copy plans.

Submit digital construction plans in pdf of building, electrical, mechanical, plumbing, and any site construction intentions.

Submit all site related and supplementary approvals referenced for Standard Permits.

#### **RESIDENTIAL**

Submit plan review application with review fee (.04 x sq. ft. PLUS an additional .10 x sq. ft. for expedited review) see attachment labeled Information Required for Residential Plan Review

### **Third Party Review**

#### **COMMERCIAL**

Submit plan review application with review fee (.04 x sq. ft.)

Submit hard copy and digital reviewed plans, stamped and sealed by the Third Party reviewer, which include International Building, Electrical, Mechanical, Plumbing Code plan review record and Third Party Review Letter.

Submit hard copy plans of site related aspects- for review in EBR permitting office.

Submit all site related and supplementary approvals referenced for Standard Permits.

#### **RESIDENTIAL**

Submit plan review application with review fee (.04 x sq. ft.)

Submit hard copy and/or digital reviewed plans, stamped and sealed by the Third Party reviewer, which include International Building, Electrical, Mechanical, Plumbing Code plan review record and Third Party Review Letter.

Submit all site related and supplementary approvals referenced for Standard Permits that pertain, and are required for these Third Party permits prior to release.

## Information Required for Residential Plan Review

1. **Plot Plan:**
  - A. Drawn to scale on letter or legal sized paper showing size, shape, and dimensions of lot or property. Large tracts may require a recorded plat map.
  - B. Show all structures and setbacks to all property lines.
  - C. Show servitude location(s), size, and type. Servitude encroachments require approval.
  - D. Show direction of water drainage on property by using arrows or elevations. Ditches or pipes must direct water to appropriate outfalls. The drainage layout/improvements must stop runoff from **crossing property lines**.
  - E. Show street(s), driveways, and all parking spaces.
  - F. Indicate location of electric meter, A/C units with disconnects, & gas meter.
  - G. Indicate if driveway crosses an open ditch, if so driveway culvert requires a permit, Call (225)389-3258.
  - H. Show the sewer wye location for new construction.
  - I. Detailed drainage plan
2. **Complete Set of Plans:**
  - A. Foundation Plan: Include footing size. Pier foundations to include pier locations and continuous footing details.
  - B. Floor plan:
    1. A dimensioned drawing to scale showing all walls, doors, windows, openings, and fireplaces.
    2. Window and Door schedule indicating size and type (indicate which are safety or low E glass).
    3. Label all rooms, show smoke detector locations and electrical circuit layout including switches, fans, lights, outlets, etc.
    4. Show location of all plumbing fixtures, washer and dryer with vent route to exterior.
    5. Show location of electrical panel and service locations.
  - C. Elevation View: Show side, front and rear views.
  - D. Detail Sheet(s): showing wall section(s), stair detail, footing detail and any other unique detail as required.
  - E. Electrical Plan: include riser detail with ground to rebar, service location and electrical panel location.
  - F. HVAC Plan: showing ductwork and vents, access to equipment, work platform, and indicate location of units with disconnects.
  - G. Framing Plan: Include joist layout, span, size and spacing. Roof truss and manufactured joist details need architect or engineer stamp since they are a performance system.
  - H. Plumbing Layout and riser diagram
  - I. Indicate sewer wye and clean out location.
3. **Completed Application Form:** Fill out form completely, with name of owner, contractor, address (include zip code), state contractor license number, and contact phone numbers.
4. **Environmental Approval Form:** Environmental approves storm water pollution prevention plan. Contact (225) 389-5456.
5. **Flood Information:** Submit Flood Zone determination and Proposed Certificate of Elevation.
6. **Res-Check Approval Form:** Download the latest Res-Check energy compliance form from; <http://www.energycodes.gov/rescheck/> . Complete using the IECC 2009 Energy code.
7. **Board of Health Approval Permit:** Required for a private sewer treatment system, when public sewer is not available. Contact (225) 242-4870.
8. **True Copies of any Recorded Forms:** If needed
  - A. Homeowner/Contractor Affidavit of Exemption from Licensure.
  - B. Flood Variance.
  - C. Servitude encroachment waivers.
  - D. Board of Adjustment Hold Harmless